

**Draft Notes of meeting of
Challenge For All Management Group
held on Tuesday 24 February 2009 at 09.30 am
at Thorpedene Infant School**

Present:

*Sandra Roberts, Southend Education Trust
Nick Booth, Thorpedene Infant School
Denise Allen, Chase High School
Kelly Sheern, Thorpedene Junior School
Frances Neil, St Mary's C of E Primary School
Gerri Bennett, The Westborough Primary School
Sarah Beales, Local Authority
Judith Puddick, Local Authority*

Agenda Item		Action
1.	<p>Welcome and Apologies</p> <p><i>Apologies: Lisa Clark Pat Barron</i></p> <p>Nick Booth and Sandra Roberts welcomed the group</p>	
2.	<p>Terms of reference</p> <p>The terms of reference was discussed, suggested wording in 3.1 Function of Chair should read</p> <p><i>The Chair will be approved by the Curriculum Steering Group</i></p> <p>SR to take back to Executive Group for agreement</p> <p>Terms of reference AGREED</p>	SR
3.	<p>The Southend Education Trust Action Plan was discussed. The Southend Education Trust Briefing for Trustees document (including procedures for bidding for funds) was discussed and AGREED and a date set for approving bids submitted (Monday 23 March 2009 at 12.00 noon). The Group will be the panel.</p> <p>The need for cohesion with Southend Education Trust's overall programme and National Strategy was discussed. Nick to take account of in action plan.</p>	ALL NB

Agenda Item		Action
4.	<p>Co-ordinator</p> <p>Nick Booth has agreed to work as interim co-ordinator of the project. Nick to draft a job description, person specification and action plan to be discussed at next meeting and approved by Curriculum Steering Group.</p>	NB
5.	<p>School Bids</p> <p>The procedure was agreed and date set for panel to meet. Nick to make arrangements.</p>	NB
6.	<p>Any other business</p> <p>Discussion took place about what Challenge for All is and how that can be best communicated. Nick to address in action plan following a meeting with Sarah Beales and other interested members. Nick to organise.</p>	NB
7.	<p>Date of next meeting</p> <p>Monday 23 March 2009 at 12.00 noon at Thorpedene Infant School (panel and meeting)</p>	

Agreed

Date.....